

## Sevenoaks Town Council

### Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 9<sup>th</sup> July 2018

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 7:52 pm

Cllr S G Raikes, Chairman	Present		Cllr R M C Hogarth	Present
Cllr N J L Busvine OBE	Present		Cllr R J Parry	Present
Cllr J M Canet	Present		Cllr E Parson	Apologies
Cllr M A Chakowa	Apologies		Cllr R L Piper	Present
Cllr A S Clayton	Present		Cllr P E Towell	Apologies
Cllr A Eyre, Vice Chairman	Present		Cllr Mrs P C Walshe	Apologies

[8]

**Also in attendance:**

Cllr Mrs R E Parry

Linda Larter MBE, Town Clerk

Satish Mathur, Responsible Finance Officer

Michèle MacDonald, Committee Clerk

**Public Question Time**

One member of the public was present to present the grant application for the Stag Community Arts Centre.

The Chairman welcomed the new responsible Financial Officer to the Council.

**139 APOLOGIES FOR ABSENCE**

**RESOLVED to accept** the apologies for absence as received from Cllr M A Chakowa, Cllr E Parson, Cllr Towell and Cllr Mrs Walshe.

**140 DECLARATIONS OF INTEREST**

Cllr Eyre declared an interest in the Stag Grant Application [*Agenda Item No 7 and Minute No 142 refers*] and took no part in the discussion or voting.

**141 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations.

The Chairman brought forward Agenda Item No 7, Grant Application from the Stag Community Arts Centre, before proceeding.

**142 GRANT APPLICATION – STAG COMMUNITY ARTS CENTRE**

Ms Lisa Whitbread, Business Development Manager, advised that the Stag would like to run an annual Autumn event, the first one entitled “Sevenoaks Remembers” comprising of six events across the Remembrance weekend in November with youth involvement.

**RESOLVED** to award a grant £6,700 under the General Power of Competence [Localism Act 2011 Sections 1-8 refers] from the Youth Outreach budget.

**143 MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> JUNE 2018**

**RESOLVED:** to receive, accept and sign the Minutes as a true record of the meeting.

**144 FINANCE REPORTS**

At the request of the Chairman, the new Responsible Finance Officer introduced himself and discussed the new format of reports to be presented to future meetings:

- a covering report highlighting:
  - a summary
  - the key issues noting if the variance (+/- £5000) be favourable or unfavourable
- Appendices showing:
  - Income and Expenditure by cost centre
  - Variance analysis
  - Cashflow
  - Working Capital
  - Statement of funds

Reports will be developed to also include a focus on financial planning on the Town Council’s current and planned projects in order that they are not seen in isolation and include risk management of their finances.

**RESOLVED:** It was unanimously agreed to accept the following financial reports: -

- a) Management Accounts for the period 1<sup>st</sup> to 31<sup>st</sup> May 2018
- b) Supplier’s Accounts for the period 1<sup>st</sup> to 31<sup>st</sup> May 2018 - £ 84,748.37 (net)
- c) Payroll Account for the period 1<sup>st</sup> to 31<sup>st</sup> May 2018 - £ 70,043.57
- d) Petty Cash Account for the period 1<sup>st</sup> to 31<sup>st</sup> May 2018 - £ 920.00

**RESOLVED:** to receive and note the

- e) Internal Audit Report dated 25<sup>th</sup> June 2018. The Finance and General Purposes Committee congratulated the Finance Team for their hard work in achieving another successful report.
- f) Hospitality and Gifts Register for the period of 1<sup>st</sup> to 31<sup>st</sup> May 2018, subject to the amendment to include Cllr Canet to whom the hospitality on 11.06.2018 had also been extended.

**145 CHANGES TO OFFICER BANK SIGNATORIES**

**RESOLVED:** to remove the outgoing Responsible Finance Officer and immediately replace with the new Responsible Finance Officer as signatory to the Town Council's bank and investment mandates.

**146 SUBSCRIPTION TOURISM SOUTH EAST**

**RESOLVED:** To commit for one year and after eight months of membership, the Officers should present a report of their findings as to how the Town Council benefits of such membership in order to decide whether or not to continue the subscription in future years.

**147 CURRENT MATTERS AND PRIORITIES**

**RESOLVED to** receive and note the

a) current matters as below:

Item	Minute No		Status	Latest update
1	08 – F&GP 3.4.2017  263 – F&GP 18.9.2017	Street Lighting	Ongoing	Farnaby Drive Residents have since signed an agreement with STC effective 27 <sup>th</sup> April 2017. No further changes since 18 <sup>th</sup> September 2017. Invoices were sent prior to the financial year end.
2		Bat & Ball Station	Lease negotiation  Capital Project	South Eastern have confirmed amendments to Heads of Terms for lease to include sub-letting of café if needed. Currently being reviewed by Network Rail lawyers. Planning application approved. HLF bid round two submitted 29 <sup>th</sup> August 2017. HLF requires Variation to lease being negotiated with South Eastern/Network Rail. Tenders returned, short listed. Contractors being reviewed. HLF Decision early December 2017.
	350 - F&GP (c) (5) 13.11.2018		CIL	Allocated £78,810.63 for the Bat & Ball project.
	33 - CIC 23.4.2018		CIL	See Financial Report - Agenda Item No 8
	416 (i) - CIC 8.1.2018	<i>Building</i>	Grant Awarded	HLF awarded full grant of £755,600. Start up Process begins January 2018. Heritage Engagement Officer started 21 <sup>st</sup> May 2018
	<i>CIC</i> 25.06.2018 122 – j)		<i>Funding</i>	<i>HLF Stage Two - £8,000 grant awarded from Railway Heritage Trust for purchase of Heritage Items.</i>

Item	Minute No		Status	Latest update
	122- ii)		Refurbishment	<p>Sevenoaks District Council Community Infrastructure Levy Spending Board - £258,247</p> <p>Construction work commenced 18<sup>th</sup> June with build schedule 24 weeks.</p>
4	<p>203 - CIC 7.8.2017</p> <p>123 – CIC 25.06.2018</p>	<p>Red Cross</p> <p>Business Hub</p> <p>Business Hub</p>	<p>Reverts to STC 17.09.2017</p>	<p>Tenders requested for repairs to review compared to demolition.</p> <p>To be reviewed in relation to development of other STC Capital Assets. Long term as Business Hub. Short term as temporary accommodation if needed for Community Centre users.</p> <p><b>RESOLVED</b></p> <p>i) Sevenoaks Town Council 'Opt to Tax' the building to enable VAT to be reclaimed on the refurbishment work.</p> <p>ii) The Town Council seeks external funding to provide an improved facility.</p> <p>iii) A feasibility study be brought to the next meeting which would include reference to car parking and planning requirements.</p>
5	<p>416 (ii) - CIC 8.1.2018</p> <p>536 - CIC 12.3.2018</p> <p>121 i) CIC 25.06.2018</p> <p>33(i) – CIC 23.4.2018</p>	<p>Bat &amp; Ball Centre</p> <p>Seven-oaks Day Nursery</p>		<p>Design to be placed to tender prior to applying for planning permission Feasibility of options taking place.</p> <p>Agreed to proceed with refurbishment and extension of current facility – one storey. First draft plans prepared and consultation taken place for Community Centre User.</p> <p>Pre-planning advice was being sought. Response due 28.06.2018</p> <p>Sevenoaks Day Nursery were proceeding with their plans for a new facility.</p>
6	<p>414 (ii) - CIC 8.1.2018</p> <p>32 - CIC 23.4.2018</p> <p>120 CIC 25.06.2018</p>	<p>Cemetery Lodge</p>	<p>On going</p> <p>Contracts Exchanged Sale Price</p>	<p>On the market for sale.</p> <p>Contracts for sale had been completed</p> <p>Exchanged 22.05.2018 Completion 30.05.2018 30.05.2018 sold for £485,000.</p>

Item	Minute No		Status	Latest update
7		Vine Waste	On going	2017 12 13 - SDC wrote to the Secretary of State seeking permission under Commons Act 2006 – Section 38 For permission to use as temporary car park.
8		Sevenoaks Fund		The first year of the Sevenoaks Fund had ended. It had been successful in achieving its aim of creating an internal on line ‘crowdfunding’ system and the building of the £450,000 Football 3G Pitch, at Greatness.  The Sevenoaks Fund would be renamed The Sevenoaks Mayor’s Fund, which this year will support: <ul style="list-style-type: none"> <li>• Sevenoaks Powerchair Football</li> <li>• Sevenoaks Day Nursery</li> <li>• Stag Community Arts Centre</li> <li>• Sevenoaks Rugby Football Club 3G pitch.</li> </ul>

- b) to receive and note the priorities of the Town Council. It was **noted** that
- i. a pre- planning meeting to discuss the Sevenoaks Community Centre was scheduled with the Sevenoaks District Council.
  - ii. the Sevenoaks District Council were in the process of commissioning an Economic Development Study regarding the Neighbourhood Development Plan for Sevenoaks Town.

#### 148 PRESS RELEASE

It was **RESOLVED** that a press release be issued of the Grant awarded to the Stag Community Arts Centre for the autumn drama festival.

There being no further business the Chairman closed the meeting at 7:49 pm.

Signed .....

Chairman

Dated .....